

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

RAO/OP

EXTENSION

NO.

DATE

18 October 1983

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

1236 Ames

952

1) Annual Records Inventory=
FY 1983

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

ANNUAL REPORT OF RECORDS HOLDINGS				NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.	
TO: Records Systems Br/RMD/OIS			FROM: (Directorate and Office) DDA/OFFICE OF PERSONNEL		
1. OFFICE FILES: Correspondence, Cases, Etc.			LINEAR FEET		CUBIC FEET 3394.7
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.					67.9
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc. Carrousel slides					10.0
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.					299.5
5. MAGNETIC RECORDS	Computer Tapes		NUMBER	//////	0
	Audio Tapes		Test tapes	////// ÷ 7 =	.1
	Video Tapes		FELO	////// ÷ 20 =	5.7
	Disc Packs		1	////// ÷ 7 =	2.0
	Word Processing Magnetic Tapes		0	////// ÷ 2 =	0
	Word Processing Magnetic Cards		//////	////// ÷ 12 =	0
	Magnetic Diskettes 5 1/4"		//////	////// ÷ 6 =	0
	Magnetic Diskettes 8"		//////	////// ÷ 5 =	.3
	Paper Tapes (on reels)			////// ÷ 2 =	0
6. MICROFORM RECORDS	Reels	NUMBER (16mm) Approx 1000	NUMBER (35mm)	16mm ÷ 84 =	12.0
	Aperture Cards		//////	35mm ÷ 54 =	0
	Microfiche (200 per inch)		//////	////// ÷ 6 =	0
			//////	////// ÷ 6 =	.5
7. TOTAL VOLUME ON HAND (1 through 6)					3792.7
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR					3779.8
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE					INCREASE DECREASE 12.9
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR (Includes computer listings, test data, recurring reports, duplicates, obsolete material and reports which have been converted to microfiche)					1410.0

STAT

10/18/83